



City of Burbank  
Planning and Transportation Division  
Single Family Residential Instructions  
**SECOND DWELLING UNIT**

150 North Third Street  
Burbank, California 91502  
www.burbankusa.com  
T: 818-238-5250  
F: 818-238-5150

**This type of application is required for a second dwelling unit (see the glossary section below for a description of the difference between an accessory structure and a second dwelling unit).**

**TO ALL APPLICANTS:** There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

**The following items must be provided for a Second Dwelling Unit Permit application to be accepted for review:**

1.	Completed application form
2.	3 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned and one reduced copy of the plans (11" x 17"). (See attached plan requirements) Additional sets will be required if the decision is appealed as described below
3.	3 copies of any supporting documents that are in color
4.	Photographs of all sides of the main dwelling unit structure, including one of the front of the house taken from the public street; if the second dwelling unit is to be attached to an existing garage or accessory structure, photographs of that structure must also be submitted
5.	One copy of your title report or title summary, grant deed, or other proof of ownership no older than six months.
6.	Radius map and mailing labels for properties within a 300-foot radius of your property.
7.	Application fee

*What happens?*

Your application is reviewed by the Planning Division to ensure that your proposed second dwelling unit complies with all Code requirements, including the following key items:

1. The second dwelling unit includes complete independent living facilities including permanent provisions for living, sleeping, eating, cooking, and sanitation.
2. The second dwelling unit is no larger than 500 square feet.
3. If detached from the main dwelling, the second dwelling unit is no more than one story and no more than 13 feet tall to the top plate and 17 feet to the top of the roof and architectural features. The second dwelling unit is not built over the top of a detached garage.
4. If attached to the main dwelling, the second dwelling unit is designed so that it can be easily incorporated into the main dwelling unit if the second dwelling unit is terminated. If a separate entrance is provided, it is located on the side or rear of the structure.
5. The lot on which the second dwelling unit is located is 6,000 square feet or larger.
6. The exterior design of the second dwelling unit matches that of the main dwelling unit including but not limited to materials, colors, and roof pitch.
7. There is at least one extra parking space provided for the second dwelling unit in addition to the spaces required for the main dwelling. The space may be uncovered but may not be located in a driveway or front yard and may not be a tandem space.
8. There is not another second dwelling unit located within a 300-foot radius from the property on which the second dwelling unit will be located.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

If your application is approved, the City Attorney's office prepares a covenant that memorializes the limitations and requirements of a second dwelling unit. Once the covenant is complete, it will be mailed to you for review. You must sign the covenant and have your signature notarized by a California Notary Public. Once the signed covenant is returned to the Planning Division, it is forwarded to the Los Angeles County Recorder's office to be recorded against your property. **You will be required to pay a small recording fee.**